The Commercialisation Fund is co-funded by the European Regional Development Fund (ERDF) under Ireland's European Union Structural and Investment Funds Programme 2014-2020.

## Commercialisation Fund On-line System

### CF Project Support Grant Guide for Applicants

**Getting started on the on-line system:**

- The link for the Enterprise Ireland Commercialisation Fund on-line system is [https://enterpriseireland.smartsimple.ie](https://enterpriseireland.smartsimple.ie)
- The system will run on all major browsers—versions supported include Internet Explorer 9+, latest two versions of Firefox and Chrome. Safari is also supported (iOS devices including iPAD and iPhone are not supported).
- Disable Pop-up blocker on your computer.
- Add email noreply@enterprise-ireland.com to ‘trusted/safe’ contacts.
- When navigating through the different sections of the application form use the ‘Previous’ and ‘Next’ buttons - **DO NOT USE THE BACK ARROW BUTTON**
- Make sure to press **Save Draft** frequently and in particular when instructed to do so.
- For some browsers e.g. Mozilla Firefox, **TO EDIT TEXT IN ‘FIELDS’** in the pop-out windows (xml arrays-Project workplan, Project Budget, Project team/track record tables) you must use the keyboard arrows(down arrow and back arrow) to direct you to the word/section to be edited and then you can use the ‘backspace’ button to delete and replace the word. Clicking on a word using the mouse highlights all the text in the field and all the text will be deleted if you use the backspace button.
- **You must NOT EXCEED PAGE LIMITS** stated for application form sections. If you exceed page limits you will be prevented from submitting your application.
Getting help with technical issues:

If you have a technical problem please get in touch with our Commercialisation Fund Help Support.

help.cf@enterprise-ireland.com

To allow us to effectively deal with your issue please email the following information to the address above;

- Email address you use to log into our system, name of your Institution and your application reference number (number associated with your application e.g. CF-2015-0001).
- Name of the web browser you use (e.g. Internet Explorer, Chrome, Firefox, Safari etc.) and if possible the version.
- Computer operating system you use e.g. Microsoft Windows, Mac OS X, Linux etc.
- Sequence of steps that led to the issue.
- Screenshot of the issue or error message.
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1. **Getting started on the on-line system**

- You must have a valid institutional email address to register on the system
- You must register and create an account on the system
- Go to [https://enterpriseireland.smartsimple.ie](https://enterpriseireland.smartsimple.ie)
- You will be presented with the login page

![Login page screenshot](image_url)

- Click on the "Register Here" link (see above)
- This will launch the Registration Page (in a new tab / window). See below
• All mandatory fields should be filled in (denoted by a red asterix).
• If you have any other institutional email addresses (e.g. maiden name address, previous college address), add these.
• Once completed click "Register"
• This will give you an acknowledgement screen, shown below
An email with instructions on how to login and a password will be sent to you.

Login to the Applicant Workbench

- Go to https://enterpriseireland.smartsimple.ie
- Login to the system with your email address and password
- If you have forgotten your password, click on ‘Forgot Password’ and the system will send you a new password by email
- Once you have logged in you will be presented with the applicant portal which has three tabs - Home - This tab directs you to the ‘Commercialisation Fund’ and ‘Horizon 2020’ tabs

- Clicking on the ‘Commercialisation Fund’ tab presents the ‘Commercialisation Fund’ workbench.
  - An overview of the applicant role is presented providing a link to relevant ‘Guidance’ documents
  - You can view information on ‘open calls and create Commercial Case Feasibility (CFF) and/or Commercialisation Fund Project Support (CF) applications to open calls
  - You can change your password and update your profile
  - You can contact the HelpDesk
• The workbench is organized in two sections – Actions and Non-Actions

• In ‘Actions’ the following tabs:
  o Applications-Presents/Reports:
    ▪ Applications in preparation by you including applications on which you are a formal collaborator or a collaborator (application status=draft)
    ▪ Applications submitted for pre-submission approval by the TTO and if relevant by the EI-commercialisation specialist advisors and for endorsement by the Research Office (application status=pending TTO approval/pending EI-CS review/pending RO approval-endorsement)
    ▪ Applications requiring revision by you (pending revision)
  o Evaluation Questions-Presents/Reports
    ▪ Requests/questions from evaluators of CF project support applications where you are the lead applicant that require a response from you (status=pending reply, answered)

• In ‘Non-Actions’ the following tabs:
  o Submissions
    ▪ Reports CFF and CF applications you have submitted on-line (status=submitted pending evaluation, in review)
  o Funding Decisions
- Reports the Funding decision for CFF and CF applications that have completed the evaluation and approval processes (status=approved subject to contract, awarded, not awarded, not approved for funding)
  - **Archived applications**
    - Reports ‘draft’ CFF and CF applications that have been archived (Enterprise Ireland periodically archive ‘draft’ applications which have not been modified for 6 months)

Note: If you have a joint role in the on-line system for example a joint applicant-reviewer role, relevant additional ‘action tabs’ for the 2nd role will be presented to you on the applicant portal.
Overview of the process and workflow for a CF project Support Application:

CF Application Process

1. Applicant Creates New Application
   STATUS: DRAFT

2. Assign Formal Collaborators / Collaborators / Advisors
   STATUS: DRAFT

3. Iterative Building of Draft Application
   STATUS: DRAFT

4. Formal Collaborators upload Signature page
   STATUS: DRAFT

5. Submit Completed Draft for Institution sign off
   STATUS: PENDING TTO REVIEW

6. Technology Transfer Office Reviews
   - Approve
     STATUS: PENDING RO APPROVAL
   - Reject
     STATUS: Rejected Draft

7. Research Office Reviews
   - Approve
     STATUS: PENDING RO APPROVAL
   - Reject
     STATUS: Rejected Draft

8. Endorse
   STATUS: Submitted Pending Evaluation

9. Evaluation and Approval Processes

NOTE: Don’t Notify Director
Provide feedback off-line
Don’t Invite

Enterprise Ireland Commercialisation Specialist Reviews
STATUS: DRAFT

Enterprise Ireland Director Reviews
STATUS: DRAFT

Invitation to Submit

Request Revisions
STATUS: PENDING REVISION

Revision 2
Overview of process and workflow for a CF Project Support Application

1. An applicant can start a CF Project support application at any time. CF Project Support applications can be submitted to a published call—the applicant must submit the application by the applicant submission deadline published on the website and the ‘researcher’ workbench. Outside of the published call, a CF project support application may be invited into the programme. Invited CF applications must be submitted in a timeline agreed with the Enterprise Ireland Commercialisation Specialist (EI-CS) advisor.

2. The lead applicant creates a draft CF application naming any relevant formal collaborators, collaborators, a Technology Transfer office (TTO) or equivalent advisor and optionally an EI-CS advisor.

3. The lead applicant and if relevant formal collaborator/s complete the on-line application form fields and tables and work iteratively off-line, supported by advisors on other sections for which templates are downloaded from the application. These sections when completed are uploaded as PDF’s to the application.

4. Where an application involves formal collaborators—the formal collaborator/s must nominate a TTO advisor and must complete and upload the institution signature page to the application.

5. During the application preparation, the lead applicant can notify the TT advisor and EI-CS advisor (where assigned) to review the draft application. The formal collaborator can notify the TT advisor in their institution to review the draft application. The lead applicant and formal collaborator can also notify their Research Office/s if they wish the budget being requested by the institution and any other relevant sections of the application to be reviewed. All roles notified can view the draft application on their workbench and can provide feedback off-line to the applicant and if relevant, the formal collaborator/s.

6. An application may be considered internally by EI as a prospect for invitation into the programme outside of the published call. For this prospect, the EI-CS advisor once notified by the lead applicant will review the draft application and may decide to present it to the Director. The invite to submit an application to the programme must be managed by the EI-CS advisor and the ‘application’ must be invited before the applicant submits the application for TTO approval and endorsement by the Research Office.

7. Where the draft application is presented to the Director for Invite, the Director will review it and may decide to invite it for submission. An invite is issued to the lead applicant inviting the submission of the application to the programme. Where an application is invited for submission, the letter ‘I’ is added to the project reference number.

8. When the application preparation is completed and the draft application is finalised, the lead applicant submits the application for approval to submit by the TTO advisor or equivalent and endorsement by the Research office (RO).

9. The TTO advisor reviews the draft application and may approve it for submission, request a revision to the draft application or may decide not to approve it the submission.

10. Where the TTO approves the draft for submission, the RO then reviews the draft application and may endorse it for submission, may request revisions
prior to endorsement or may not endorse it. When applications submitted to a
published call deadline are endorsed by the RO, the letter ‘P’ is added to the
reference number.
11. Once an application has been endorsed by the lead institution RO and
submitted to Enterprise Ireland, it is evaluated by a minimum of two
evaluators including at least one external evaluator.
12. The application and evaluations are considered by an external review panel
which meets and decides a funding recommendation for the application.
13. The funding recommendation along with panel and evaluators
recommendations are presented to the Industrial Research and
Commercialisation committee (IRCC) in Enterprise Ireland who make the final
funding decision.
14. The final funding decision along with feedback comprising the panel and
evaluators comments, are emailed to the lead applicant and the TTO advisor
after the IRCC meeting.

Information to know before starting a CF Project Support
Application

Submission Deadlines:
The applicant deadline for the next call close for CF project support application
submissions is published on the ‘researcher workbench’ and on the
Applicants must submit the application for institution approval and endorsement by
the ‘applicant deadline’. Where an application involves ‘formal collaborators’ the
formal collaborator must upload the signature page from the institution before the
lead applicant can submit the application for lead institution approval and
endorsement. Where an application is ‘Invited’ for submission it does not need to be
submitted by the ‘applicant’ deadline. The Lead Institution Endorsement deadline
is 5 working days after the applicant deadline.

Supporting Documentation:
In addition to these guidance notes, a Reference document and a ‘Frequently Asked
Questions’ document are available to support you in preparing your application. You
can access these through a link on the researcher workbench. The ‘instruction’ field
presented above the ‘tabbed’ application provides some general technical guidance
and tips for creating the on-line application.

Roles involved in creating a CF application:
- **Lead Applicant**: Researcher with overall responsibility for creating and
  submitting the CF application. The lead applicant is responsible for
  assigning if relevant formal collaborators and collaborators to the
  application. The lead applicant must assign a TTO advisor or equivalent to
  the application and has the option to appoint an EI-CS advisor to the
  application. The lead applicant is responsible for managing the iterative
  sharing and preparation of relevant sections of the application form off-line
with formal collaborators/collaborators and advisors. The lead applicant can edit all sections of the application and is responsible for uploading the final ‘Technical and Commercial Information’ section PDF and submitting the draft application for lead institution approval and endorsement to submit the application to Enterprise Ireland.

- **Formal collaborators**: Formal collaborators are researchers in the lead institution making a significant contribution to the project and/or researchers in another institution requesting budget from the project. Formal collaborators have full visibility of applications once the lead applicant has assigned them to the application. Formal collaborators must login to the application on their workbench independently of the lead applicant and nominate a TTO advisor/equivalent in their institution where the formal collaborator is not based in the lead institution. The formal collaborator can edit all sections of the application except other institution budgets. The formal collaborator cannot upload the final Technical and Commercial Information PDF and cannot submit the application. The formal collaborator must upload a pdf of the signature page from the formal collaborator's institution in order for the lead applicant to be able to submit the application.

- **Collaborator**: A collaborator may be a researcher in an institution or another person not based in an institution that is providing informal support for the project but not seeking budget from the project. The collaborator will be listed on the CF application and on the collaborator workbench, the project title will be listed. The collaborator will not be able to open or view the CF application but has the option to contact the lead applicant to follow up on the application.

- **TTO advisors/equivalent**: The lead applicant and if relevant formal collaborators not based in the lead institution must nominate a TTO advisor. The TTO advisor/s have visibility of the application once they are assigned to it. The lead applicant and formal collaborator can notify the TTO advisors to review the draft application during the preparation of the application. The TTO advisors can provide feedback on the draft application off-line to the lead applicant and formal collaborator. When the lead applicant submits the finalised application, the lead institution TTO advisor must approve the application for submission while the TTO advisor in the formal collaborating institution must sign the signature page to indicate the formal collaborating institution approval to submit the application.

- **EI-CS advisor**: The lead applicant has the option to nominate an EI-CS advisor on the application. The EI-CS advisor does not have visibility of the draft application until the lead applicant notifies the EI-CS to review the draft application. The EI-CS can provide feedback on the draft application off-line to the lead applicant. For selected application/s the EI-CS may progress the application/s for review by a relevant Director as a prospect for invitation to the CF programme.

- **Research Office**: The research office in the lead and formal collaborating institution have visibility on the application once the lead applicant has started to create the application. The lead applicant and formal collaborator can notify their research offices to review the draft application including the draft budget. The ROs can provide feedback off-line on the application/budget. The lead institution RO must endorse the application.
for submission while the RO in the formal collaborating institution must sign the signature page to indicate the formal collaborating institution approval to submit the application.

**Structure of the CF application form:**

The application form is a hybrid application form comprising fields/tables for information that needs to be completed on-line, sections of the application that are completed off-line using templates downloaded from the application and sections completed by uploading free-form documents to the application. The application form has the following sections:

- **Applicants and Contributors** - Fielded on-line
- **Project Details** - Fielded on-line + upload a ‘Resubmission Appendix pdf (5 page limit)’ where the project was previously submitted to the programme
- **Executive Summary** - Fielded on-line
- **Technical and Commercial Information Section** - Download the template and complete offline and upload the ‘Technical and Commercial Information’ section pdf (10 page limit)
- **Project Workplan** - Fielded on-line with the option to upload a Gantt chart pdf and schematics pdf to support the tasks of the workplan
- **Project budget** - Fielded on-line with each institution completing it’s own budget
- **Project team** - Fielded on –line and upload CVs (2 page limit)
- **Other information** - Option to upload additional information pdfs to the application including Letters of support, equipment quotes, commercial case feasibility reports
- **Signatures** - Lead institution Applicant, TTO advisor and Research Office sign off on-line. Formal collaborator, Formal collaborating institution TTO advisor and Research Office upload a signature page to the application.
- **Generate a PDF of the application**: To view a ‘pdf’ of the application form click the ‘view pdf button’ presented above the ‘tabbed’ application form. The compiled pdf of the on-line application form has a different presentation to the tabbed on-line form and does not include the signature page from formal collaborators and any uploaded Commercial Case Feasibility Reports.

**Completing the application form:**

- When navigating through the different sections of the application form use the ‘Previous’ and ‘Next’ buttons - **DO NOT USE THE BACK ARROW BUTTON**
- Make sure to press ‘Save Draft ‘ frequently and in particular when instructed to do so
- For some browsers e.g. Mozilla Firefox, **TO EDIT TEXT IN ‘FIELDS’** in the pop-out windows (xml arrays-Project workplan, Project Budget, Project team/track record tables) you must use the keyboard arrows(down arrow and back arrow) to direct you to the word/section to be edited and then you can use the ‘backspace’ button to delete and replace
the word. Clicking on a word using the mouse highlights all the text in the field and all the text will be deleted if you use the backspace button.

- You must **NOT EXCEED PAGE LIMITS** stated for application form sections. If you exceed page limits **you will be prevented from submitting your application.** The system will allow you to upload a PDF where you have exceeded the page limit but it will not allow you to submit the application.

- To share the application with TTO, EI-CS advisors and the research office during the application preparation phase you must use the ‘notify’ buttons to request the advisor/RO to review the application. The lead applicant ‘submits’ the application when the application is finalised and the applicant is requesting approval from the Technology Transfer Office and endorsement from the Research Office. **The applicant must not use ‘submit’ to share the draft application during the preparation phase.**

- If another role is logged into the application, you will be prevented from editing the application until the other role logs out. The following message will appear on screen when you login to the application:

```
2. Start a CF Project Support Application
Log in to the CF workbench

- Click “Create New Application” under the Commercialisation Fund Project Support Open Call (the second button in the list).
- The CF Support application is presented in a tabbed section format.
```

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Revision 2  14
Applicant and Contributors Section:

**Note 1:** All formal collaborators, Technology Transfer Office advisors/equivalent, Research Offices in the lead and formal collaborating institutions have visibility of the draft application once the lead applicant has created it and named relevant formal collaborators/TT advisors. The EI-CS advisor only has visibility of the draft application when the applicant notifies the EI-CS to review the application.

**Note 2:** Collaborators will see the application title/lead applicant name/institution listed on the workbench but do not have visibility on the application.

**Note 3:** You must have spoken to advisors before naming them on an application.

**Note 4:** You can notify advisors to review the draft application when you wish them to do so by clicking the ‘Notify’ button beside their name.
• Lead applicant details are auto-populated from the registration page. You can edit Department name, mailing address and phone numbers here. If you update these details, your profile will be automatically updated.

• Add formal collaborators (researchers in your institution making a significant contribution to the project or researchers in another institution where the institution is requesting a budget in the project). Formal collaborators must be added to the application at application preparation to allow them contribute to the application and add budgets where relevant. **Companies cannot be formal collaborators on a CF project support application.**

• Add collaborators (researchers/others not based in third level institutions providing informal support to the project but not requesting budget from the project).

• Indicate the Technology Area. Enterprise Ireland evaluates proposals in three technology areas. Select the one most relevant to your technology/project idea. When the application is submitted to Enterprise Ireland, it will be reviewed and may be assigned to a technology area that is different from the technology area indicated in the application.

• Add Advisors - A Technology Transfer Office advisor (TTO) or equivalent must be nominated for the lead and formal collaborating institutions (if applicable). An Enterprise Ireland Commercialisation Specialist (EI-CS) may also be nominated but is not mandatory.

• Any person named on the application receives an email from the system indicating their assignment to the application once they are added to the application.

**Notification of advisors to review the draft application during application preparation**

As the applicant and if relevant formal collaborator/s progress the application and have a well advanced draft application, they may want to request the TTO advisors or equivalent and optionally an EI-CS advisor to review the draft application. To request an advisor to review the draft application the lead applicant can click ‘notify’ to notify the lead institution TTO advisor and the EI-CS advisor. The formal collaborator when logged into the application on their workbench can notify the formal collaborator TTO advisor to review the draft application. TT advisors can be notified on an ongoing basis. The EI-CS cannot be notified a second time while the draft CF application is with the EI-CS for review. All advisors must provide feedback off-line to the lead applicant and if relevant the formal collaborator/s.

<table>
<thead>
<tr>
<th>List of All Assigned Advisors</th>
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<td>---</td>
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<td>1</td>
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</table>

<table>
<thead>
<tr>
<th>TTO Advisor or equivalent</th>
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<tbody>
<tr>
<td>#</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

To request an advisor to review the draft application click ‘Notify’ beside the advisor name.
Add Project Title and Proposed Project start date.

Outline project structure—number of project stages and stage duration. Proposals to the programme must structure project workplans in stages comprising 1-3 sequential stages depending on where the innovation is in the commercial and technical pipelines and the amount of commercial and technical work required to develop it. A typical project stage duration is 12-18 months.

Where an applicant changes the number of project stages e.g. from 3 stages to 2 stages during application preparation, the overall project duration will update once the applicant clicks ‘save draft’. If the applicant has created budgets and/or workplans for a 3 stage project and then changes the project to a 2 stage project, the applicant must delete the extra budget/s and workplan/s to update the application and overall project costs presented on the ‘project details’ tab.

Indicate the ‘Research Prioritisation Area’ of the project.

Indicate if project has had a Commercial Case Feasibility Support preparatory award and provide the project details. You can also list any other relevant progenitor projects.

Indicate if the project is a resubmission and/or has been submitted for funding to another programme.
For a resubmission you are required to submit an appendix (5 pages maximum) responding to the previous evaluation and panel recommendation comments. **Do not exceed page limits as you will not be able to submit your application.**

- Indicate if ethical approval is required and expected approval date. Where ethical approval is already in place for the proposed project, select the same date here as the start date proposed for the project.
- You can view a pdf of the application by clicking on the ‘view pdf’ button presented above the ‘tabbed’ application form. The compiled pdf of the application has a presentation and format that is different from the tabbed version of the application and does not include formal collaborators signatures pages and any commercial case feasibility reports that have been uploaded to the application.

**Executive Summary Section:**

- Provide a **high-level 750 word summary** of your proposal guided by the instructions provided.
- Where the applicant exceeds the word count, the word count indicator presented below the text box field will change to a red colour and indicate the number of excess words > 750 as a –numeric.
- An error message will be presented if you try to submit the application with an executive summary exceeding 750 words.
Technical and Commercial Information Section:

- Download the Technical and Commercial Information section template and save it to your computer. In this section the applicant sets out the commercial case for the innovation, describes the technical development work to date and the proposed development and commercialisation planned for the innovation. The questions and prompts provided in the template will guide the information required in this section of the application. **The section has a 10 page limit. Do not exceed page limits as you will not be able to submit your application.** In the template, word/page limits are indicated for each sub-section, you can if needed exceed a word/page limit for a sub-section provided the over 10 page limit is not exceeded.
- The applicant can share a working version of this section as a word document off-line to enable formal collaborators, collaborators and/or advisors where relevant to contribute to this section.
- When this section is finalised the applicant must upload this section to the application in a PDF format.

Project Workplan Section:

**Note 1:** The workplan is created by creating workpackages for each project stage. The system requires you to complete all fields in the workpackage to ‘save and exit’ the workpackage. **If you close the WP without completing all fields you will lose the information you have entered.**

**Note 2:** For some browsers e.g. Mozilla Firefox, **TO EDIT TEXT IN ‘FIELDS’** in the pop-out windows (xml arrays-Project workplan, Project Budget, Project team/track record tables) you must use the keyboard arrows (down arrow and back arrow) to direct you to the word/section to be edited and then you can use the ‘backspace’ button to delete and replace the word. Clicking on a word using the mouse highlights all the text in the field and all the text will be deleted if you use the backspace button.
Project Title: Test application
Applicant: CF Applicant
Stage Duration: 12 months

Instructions:
- Indicate whether the WP is 'Technical or Commercial'
- Add starting month and end month for the WP. Use M1, M8, M12, etc.
- Name the WP manager.
- Provide a WP title.
- Add and describe WP boxes.
- Add deliverables including month to be delivered (use M1, M8, M12, etc.). State whether the deliverable is a 'Key' or 'Standard' deliverable.
- A 'Key' deliverable is a critical deliverable which determines the technical and/or commercial feasibility of the project. It is expected that each project stage will have at least one Key deliverable.
- Detail the staff and their effort per task. Use M1M8(T1, 2M2), T2, 3M3, or Rester: T1-2M1, etc. You will need to manually total the overall EFF effort for each staff and add it as a numeric value only to the overall person effort per WP column.

All fields are mandatory. You cannot Save and Exit until all fields are completed. If you do not click Save and Exit, all information will be lost.

<table>
<thead>
<tr>
<th>WP Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIP Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tasks

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD</td>
<td></td>
</tr>
</tbody>
</table>

### Deliverables

<table>
<thead>
<tr>
<th>Number</th>
<th>Deliverable</th>
<th>Description</th>
<th>Month to be delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Staffing

<table>
<thead>
<tr>
<th>Role</th>
<th>Person Month effort per Task</th>
<th>Overall person months effort per workpackage</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD</td>
<td></td>
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</tbody>
</table>

Save and Exit
Before the applicant can create the project workplan, the applicant must indicate the number of project stages in the ‘Project Details’ section of the application.

A CF project can be single-stage or multi-stage (2-3 sequential stages) depending on where the technology is in the commercial and technical development pipelines and the amount of work required to get it ready for commercialisation.

Proposals can include:
- Early development of a scientific concept submitted as a single-stage project
- Multi-stages including if required early stage development in stage 1 where a timeframe of up to 36 months is required for development of the innovation.
- For an innovation that is close to market a project will typically consist of 1 stage only with the expectation of licensing within 2 years.

A typical project stage workplan duration is 12-18 mths.

- The workplan is created by creating workpackages for each project stage. Each stage must have at least one workpackage and at least one key (Go/No Go) deliverable.

Click “Create Workpackage” and select the project stage and workpackage number in the pop out menu and click “Save”. To begin editing the workpackage, click “Open Workpackage” in the pop out menu.

- It is expected a project stage will have a balance of technical and commercial workpackages.
- In each workpackage you must indicate if the WP is technical or commercial.
- You must identify the starting and end month/s (Use M1 (month 1), M6 (month 6) format and manager for the work-package.
- You must provide a description of the tasks in each workpackage.
- You must describe the deliverables for the WP indicating if the deliverable is a ‘standard (std)’ deliverable or a ‘key’ deliverable.

A ‘Key’ deliverable (Go/No Go Deliverable) is a critical deliverable which determines the technical and/or commercial feasibility of the project.

- The staffing and their person effort in the WP must be detailed (Use MMaher:T1-2PM or MM:T1-2PM where the name of staff member is known or Researcher 1-T2-3PM if the staff are yet to be recruited.

You must also detail the risks and contingencies for each project stage.

You have the option to upload a Gantt chart PDF and if relevant a PDF of schematics if required to support project tasks. The Gantt and schematics PDFs cannot exceed 3 pages.

When the workplan is created it will be automatically presented on the main page of the application.

Where the applicant changes the number of stages e.g. from 3 to 2 stages during application preparation-the applicant must delete the extra stage workplan by deleting the workpackages created for the ‘extra’ stage and amending the ‘risks and contingencies’ table.
To create the project budget, the applicant must indicate the number of project stages in the ‘Project Details’ section of the application (if not previously indicated).

- A budget must be created for each project stage. **Each stage must have at least one budget with a total greater than zero.**
- Click “Create Budget” and select the project stage in the pop out menu and click “Save”. To begin editing the budget, click “Open Budget” in the pop out menu.
  - The budget sections are Personnel, Equipment, Materials, Domestic and Overseas Travel, Sub-Contract Costs and Other costs. You can move through each tab to add costs to create the budget.
  - A justification is required for each budget entry under the headings above.
  - Remember to click “Save and Exit” when finished entering a budget to save the changes to the application. Closing the budget window without clicking “Save and Exit” will result in the loss of all the fielded information.
  - For some browsers e.g. Mozilla Firefox, **TO EDIT TEXT IN ‘FIELDS’ in the pop-out windows***(xml arrays-Project workplan, Project Budget, Project team/track record tables) you must use the keyboard arrows(down arrow and back arrow) to direct you to the word/section to be edited and then you can use the ‘backspace’ button to delete and replace the word. Clicking on a word using the mouse highlights all the text in the field and all the text will be deleted if you use the backspace button.

- When the stage budget is created it appears in the budget list. The budget can be edited by clicking on the relevant stage budget in the budget list and opening it to edit the budget.
Formal Collaborators must create separate/independent budgets for their institution for each project stage they are participating in by logging into their workbench and opening the budget section of the application.

When a budget is created it will be automatically presented in summary format on the main page of the application.

A detailed summary budget can be viewed in a separate window by clicking “Open Summary Budget Details”.

The institution Research office has visibility of an application as soon as it is created but a notification can be sent to the RO to review after budget details have been entered by clicking “Send Notification” in the Notify Research Office section.

Formal collaborators can also notify their Research Office to review the draft budget.

Where an applicant changes the number of project stages e.g. from 3 stages to 2 stages during application preparation and has created budgets for a 3 stage
project the applicant must delete the extra budget to update the application and overall project costs presented on the ‘project details’ tab.

Project Team Section:

- Describe the project team in the project team table presented in the pop out menu. For each project member, state their role in the project as well as their percentage time commitment to the project and their percentage time commitment to any other projects and duties. Where the lead applicant is planning a sabbatical during the proposed project period, the details of the sabbatical should be provided in the table.
• Provide CV’s for the lead applicant and other key team members.
• Download the CV template and upload completed CV’s in PDF format using the upload fields provided. You must provide at least one CV PDF in order to submit the application. **A CV has a 2 page limit. Do not exceed the page limits.**

**Track Record of Enterprise Ireland Funding**

Outline the innovation/products developed in previous Enterprise Ireland funded projects, in particular, Commercialisation Fund Projects. Outline how they were or are being commercialised and the economic impact for Ireland. Examples of typical commercial outputs include, Licence, HPSU.

• To add an Enterprise Ireland funding project click **ADD**
• Click **DEL** to delete a row.
• To clear the table and start over click **Clear**.
• When you have detailed all the projects click **Save and Exit** to save changes to the application. This must be done before closing the window or all changes will be lost.

• Outline the track record of any previous funding received from Enterprise Ireland.
  o Provide the Project Name and EI Reference Number.
  o Describe the innovation or technology developed as well as the commercial outputs achieved and the economic impact for Ireland.
Note: First time applicants to the programme who have not had EI funding previously do not need to complete this table.

Other Information Section:

- In the other information section you can upload additional documents relevant to your application including Letters of Support or Quotes for Equipment.
- If directed to do so by your Enterprise Ireland Commercialisation Specialist you may also upload a Commercial Case Feasibility Consultants Report here. This report will not be included in the compiled application form pdf.
- All uploads must be in PDF format.

Signatures:

- Sign off of the application by the lead applicant is achieved on-line when the applicant submits the application for institution approval to submit and endorsement.
- Where there is a formal collaborator assigned to an application the formal collaborator must provide a signature page to authorise the participation of the institution in the application from their technology transfer and research offices.
- Formal collaborators must download the Signature Page Template provided, sign it, date it, obtain the signatures of the TT advisor and Research office and upload the ‘signed’ signature page to the application by clicking “Upload Signature Page”.
- A signature page is required for each formal collaborating institution participating in the project.
3. Submitting the Application

- For applications being submitted to a published call the applicant must submit the application before or by the applicant submission deadline.
- For an application invited into the programme, the application must be submitted in the timeline agreed with the EI-CS advisor.
- All required fields on the application form are denoted with a red asterisk *.
- The lead applicant must submit the application. Click the “Submit” button at the bottom of the application screen, the application is validated to ensure all required information is entered correctly.
- You will be presented with the following message:
The applicant will receive prompts to fill in any missing form fields or error messages (see below) will be presented at the top of the application form directing the applicant to the sections of the application form where they need to make amendments before submission. If the applicant has exceeded page limits in any section of the application, the applicant will not be able to submit the application.

Where the ‘word count’ for the ‘Executive Summary’ is exceeded the following error message is presented (on submission of the application)
When the applicant has successfully submitted the application for TTO approval to submit and RO endorsement the applicant will be presented with the following confirmation message:

**Submission Successful**

*Application Number:* CF-2016-0593  
*Project Title:* Test application

The applicant can view and save a pdf version of the compiled application form to their computer. Click the 'View PDF' button presented above the 'tabbed' application.

The compiled pdf of the application has a presentation and format that is different from the tabbed version of the application and does not include formal collaborators signatures pages and any commercial case feasibility reports that have been uploaded to the application.

**Institution approval and Endorsement**

- After the application is successfully submitted the ‘Draft’ status changes to “pending TTO review” and the application is locked from further editing.
- The application is first sent to the lead institution TTO for approval (status-pending TTO review), followed by the lead RO for endorsement (status-pending RO
approval). **The lead institution endorsement deadline is 5 days after the applicant deadline.**

- TTO’s and RO’s may request revisions to the application. This will unlock the application (status-pending revision) to allow the applicant to revise it and resubmit it. The applicant will be prompted by an email alert where revisions are requested by the TTO and/or RO. The applicant will login to the workbench, open the application by clicking ‘edit’ beside the application in the ‘Applications’ tab, revise it based on the revision requests comments presented in the email and the TTO Review and/or RO Review tabs presented on the ‘tabbed application’ form at status ‘pending revision’. Formal collaborators and their TT advisors are copied on the email alert sent to the applicant to advise them of the revision requests from the lead institution TT advisor and/or RO.

- TTO’s and RO’s may also reject applications (status-rejected). An email will be sent to the applicant, formal collaborators and advisors advising them of the ‘rejection’ and providing an explanation for the rejection. The explanation will also be found in the relevant TTO and/or RO review comment box. The status ‘rejected’ will be reported in the ‘Applications’ tab on the applicant and if relevant formal collaborator workbenches.

- After TTO approval and RO endorsement the application is submitted to Enterprise Ireland and has status ‘submitted pending evaluation’ reported in the ‘submissions’ tab on the applicant workbench. An email acknowledging submission of the application will be sent to the applicant, formal collaborators and advisors.

**Post-submission-Process**

- During the evaluation process, the status of the application will be ‘in review’.

- There may be an occasion where an evaluator has a request for additional information/clarification on the application. The clarification request will be presented in the ‘Evaluations Questions’ tab on the researcher workbench. An email alert will be sent to the applicant to review and answer the clarification request and submit the response.

- When the evaluation/approval process is completed, the funding decision along with the evaluation feedback will be communicated by email from the system and the ‘funding decision’ status is reported in the ‘Funding Decision’ tab on the workbench.